

# Fiscal Reports

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# ICJI's Egrants System Quick Start Guide Input Quarterly Sub-grantee Fiscal Report

- Log onto ICJI's [Egrants](#) System
- At the "Welcome to ICJI Egrants" screen, on the **Main Menu** tab, select the **Project Management** tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the **Project Management Tab**

System will time out at: 07:45:38 AM. Remaining time: 18:46

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Welcome to ICJI Egrants!  
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

[ICJI Egrants](#)

Please send technical comments and problems to [ICJI EGRANTS Support \(CAJL/AT\)](#)  
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- Enter your **Grant ID** and click on **Search**

System will time out at: 07:52:29 AM. Remaining time: 18:47

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[Search Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications in Process \(7\)](#)

[Awarded Projects - Active \(6\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1013	YWCA of Greater Indianapolis	test	
1012	YWCA of Greater Indianapolis	Grant Test	10/20/2011
1011	YWCA of Greater Indianapolis	Grace House	09/28/2011
1010	YWCA of Greater Indianapolis	Rugburns and barked shins	09/28/2011
1009	YWCA of Greater Indianapolis	Victim Services for Immigrants	09/28/2011
1008	YWCA of Greater Indianapolis	Test...	09/28/2011
1007	YWCA of Greater Indianapolis	Advocates for Child Victims	09/24/2011
1006	YWCA of Greater Indianapolis	Re-entry	09/28/2011
1005	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011
1004	YWCA of Greater Indianapolis	Church Aftercare Program	09/28/2011
1003	YWCA of Greater Indianapolis	RDP	09/28/2011
1002	YWCA of Greater Indianapolis	VOCA Sandbox Application	09/16/2011

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Your grant number will appear as a link. Click on the **Grant ID** link.

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[Search](#) [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications in Process \(7\)](#)

[Awarded Projects - Active \(6\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1004</a>	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011

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- Your **Project Summary** screen appears. Either click the **Monitoring** tab (from the menu at the top of the screen) or click on the first **quick link** in the body of the screen.

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[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention

Status: Open - Awarded Fund Announcement: [Safe Haven](#)

PROJECT SUMMARY



[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).


[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).


Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1004 :	<a href="#">Create Project Modification Request (PMR)</a>		
	<a href="#">Modifications 1</a>	11/1/2011 - 4/1/2012	Open - Received
	<a href="#">Application</a>	11/1/2011 - 10/31/2012	Open - Awarded  

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- The **Main Summary** page for Monitoring will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).
- Click on **Create Fiscal Report**



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System will time out at: 08:19:28 AM.  
 Remaining time: 18:31

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 [Audit](#) | 
 [Fiscal Details](#) | 
 [Reporting Requirements](#)

Grant ID: 1004  
 Program Staff Contact: [Ms. Stephanie Edwards](#)

Project Title: Bullying Prevention

Applicant Agency: [YWCA of Greater Indianapolis](#)  
 Fiscal Contact: [Ms. Stephanie Edwards](#)

Create Program Report

Create Fiscal Report

Create Inventory Report

**MAIN SUMMARY**

**Filter Criteria**

Phase: [All]

Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">12/31/2011</a>	Quarterly	Submitted	9/29/2011	Approved	<a href="#">Mr Sam Smith</a>

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">11/30/2011</a>	Semi-Annual	Submitted	9/29/2011	Approved	<a href="#">Ms. Judy Jones</a>
1004	<a href="#">5/31/2012</a>	Semi-Annual	Submitted	11/10/2011	Approved	<a href="#">Mr Sam Smith</a>
1004	<a href="#">10/31/2012</a>	Final	Submitted	11/10/2011	Pending	<a href="#">Brother Al Church</a>

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By

Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

Create Program Report


Create Fiscal Report

Create Inventory Report

Please send technical comments and problems to [ICJI EGRANTS Support \(CAJ UAT\)](#)

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- You will be transferred to the **Quarterly Subgrantee Report** screen for fiscal reports.
- Input the **calendar quarter ending date** for the report being submitted.
- Check the **Quarterly, Interim or Final** report box (A date other than a calendar quarter ending date may only be entered if you have checked the **Interim Report** box).



**Egrants**



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System will time out at: 08:25:24 AM.  
Remaining time: 19:38

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[Project Monitoring](#) | 
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 [Fiscal Details](#) | 
 [Reporting Requirements](#)

Grant ID: 1004

Project Title: Bullying Prevention

Applicant Agency: [YWCA of Greater Indianapolis](#)

Project Start: 11/1/2011

Project End: 10/31/2012

Phase Budget: \$12,200.00

Total Budget: \$12,200.00

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 3/31/2012

Report Period Ending Date: \* 3/31/2012

Report Type: ☒ Quarterly ☐ Interim ☐ Final

Report Status: Draft

Approval Status: Pending

Status Updated By:

Submitted Date:

Return Date:

Resubmitted Date:

Financial Information	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012-3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	6,100.00	4,600.00	0.00	4,600.00	0.00	0.00	(4,600.00)
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	6,100.00	4,600.00	0.00	4,600.00	0.00	0.00	(4,600.00)
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,200.00)</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012-3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	10,000.00	7,000.00	0.00	7,000.00	0.00	0.00
<a href="#">Employee Benefits</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Travel (Including Training)</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Equipment</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	2,200.00	2,200.00	0.00	2,200.00	0.00	0.00
<a href="#">Consultants</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Construction</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Other</a>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>0.00</b>

Project Income:

Seized \$ 0.00

Forfeited \$ 0.00

Remarks:


[Add Attachment](#)

Actions	Attachment Name	Description	Budget Category(s)	Date
<p> <a href="#">View Report</a>                <a href="#">Save as Draft</a>                <a href="#">Submit</a>                <a href="#">Delete</a>                <a href="#">Cancel</a> </p>				


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- Begin by entering the Expenditures to Date by budget category (bottom half of page).
- Also enter any Unpaid Obligations by budget category as of the Report Period Ending Date.



**Egrants**



**Indiana Criminal Justice Institute**

System will time out at: 03:22:24 AM  
 Remaining time: 19:38

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Grant ID: 1004

Project Title: Bullying Prevention

Applicant Agency: [YWCA of Greater Indianapolis](#)

Project Start: 11/1/2011

Project End: 10/31/2012

Phase Budget: \$12,200.00

Total Budget: \$12,200.00

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 3/31/2012  
 Report Period Ending Date: \* 3/31/2012

Report Type: \* ☒ Quarterly ☐ Interim ☐ Final

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By:

Submitted Date:  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012 - 3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ:
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	6,100.00	4,600.00	0.00	4,600.00	0.00	0.00	(4,600.00)
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	6,100.00	4,600.00	0.00	4,600.00	0.00	0.00	(4,600.00)
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ:</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(9,200.00)</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012 - 3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personal</a>	10,000.00	7,000.00	0.00	7,000.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	2,200.00	2,200.00	0.00	2,200.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ:</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>9,200.00</b>	<b>0.00</b>	<b>0.00</b>

Project Income:



Remarks:


Actions	Attachment Name	Description	Budget Category(s)	Date

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In this column you will assign your total expenditures to date to the proper budget category in which funds were spent. **Note:** The total of this column **MUST** equal "Expenditures to Date" above.

In this column you will assign your unpaid obligations to the proper category. **Note:** The total of this column **MUST** equal "Unpaid Obligations" above.

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System will time out at: 11:17:15 AM.  
 Remaining time: 15:16

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Grant ID: 1004  
 Project Title: Bullying Prevention  
 Applicant Agency: [YYCA of Greater Indianapolis](#)

Project Start: 11/1/2011  
 Project End: 10/31/2012  
 Phase Budget: \$12,200.00  
 Total Budget: \$12,200.00

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**SUBGRANTEE CUMULATIVE FISCAL REPORT**  
 This report submitted for the calendar quarter ending: 3/31/2012  
 Report Period Ending Date: 3/31/2012  
 Report Type: ☒ Quarterly ☐ Interim ☐ Final  
 Report Status: Submitted  
 Approval Status: Pending  
 Status Updated By: [Brother Al Church](#)  
 Submitted Date: 11/14/2011  
 Return Date:  
 Resubmitted Date:

Financial Information	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012-3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	Total Funds Received To Date	Unexpended Cash Σ
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	6,100.00	4,600.00	0.00	4,600.00	500.00	0.00	(4,600.00)
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	6,100.00	4,600.00	50.00	4,650.00	0.00	0.00	(4,650.00)
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>50.00</b>	<b>9,250.00</b>	<b>500.00</b>	<b>0.00</b>	<b>(9,250.00)</b>

Click the Budget Category link to enter "Expenses Paid This Period" and "Outstanding Subgrantee Obligations" detail information.

Budget Categories	Budget	Cumulative Expenses as of 12/31/2011	Expenses Paid This Period 1/1/2012-3/31/2012	Total Cumulative Expenses	Outstanding Subgrantee Obligations	% Over Budget
<a href="#">Personnel</a>	10,000.00	7,000.00	0.00	7,000.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">Supplies &amp; Operating Expenses</a>	2,200.00	2,200.00	50.00	2,250.00	500.00	0.41
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>12,200.00</b>	<b>9,200.00</b>	<b>50.00</b>	<b>9,250.00</b>	<b>500.00</b>	<b>0.41</b>

Project Income:
Seized \$ 0.00
Forfeited \$ 0.00

Remarks:

[Add Attachment](#)

Actions	Attachment Name	Description	Budget Category(s)	Date
<a href="#">View Report</a> <a href="#">Save as Draft</a> <a href="#">Submit</a> <a href="#">Cancel</a>				

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This column will appear pre-filled with your approved grant budget.

Enter in-kind or cash match received to date in this column. (Also record any project income or interest earned here, if applicable). Note: You will not be able to enter federal / state funds received; all grant funds released will be pre-filled in for you.

Enter your state expenditures, along with your cash match or in-kind expenditures to date. (Enter any expenditures of project income/interest here, if applicable). Note: Expenditures to date must equal Expenditures To Date Column below.

The "Unexpended Cash" column will be automatically calculated and pre-filled for you ("Total Funds Received to Date" minus "Expenditures to Date"). \*\*This could be a negative figure).

List any equipment/supplies for which you have a purchase order but haven't paid for as of the quarter ending date, and/or any consultant/contractual obligations remaining unpaid. Note: The total of this column MUST equal Unpaid Obligations below.

Upon completion of the Quarterly Subgrantee Report, scroll down to the submit button and click "Submit".





- After submitting the report, a confirmation form will appear.

Fiscal Report Submission Confirmation

I certify that, to the best of my knowledge and belief, this report is accurate and complete and that all expenditures and outstanding subgrantee obligations are for the purposes set forth in the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

When you select **Agree**, you will be taken back to the **Main Summary** screen. The report you created will appear as **Submitted** and **Pending Approval** status. After review and approval by appropriate ICJI fiscal staff, the Pending **Approval** status will change to **Approved**.



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ICJI

System will time out at: 11:24:59 AM.  
Remaining time: 19:45

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Grant ID: 1004

Project Title: Bullying Prevention

Applicant Agency: [YWCA of Greater Indianapolis](#)

Program Staff Contact: [Ms. Stephanie Edwards](#)

Fiscal Contact: [Ms. Stephanie Edwards](#)

**MAIN SUMMARY**

Filter Criteria

Phase:

Approval Status:

To access a fiscal or program report, click on the period ending date to open the report.

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">12/31/2011</a>	Quarterly	Submitted	9/29/2011	Approved	<a href="#">Mr Sam Smith</a>
1004	<a href="#">3/31/2012</a>	Quarterly	Submitted	11/14/2011	Pending	<a href="#">Brother Al Church</a>
1004	<a href="#">6/30/2012</a>	Quarterly	Submitted	11/14/2011	Pending	<a href="#">Brother Al Church</a>

**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">11/30/2011</a>	Semi-Annual	Submitted	9/29/2011	Approved	<a href="#">Ms. Judy Jones</a>
1004	<a href="#">5/31/2012</a>	Semi-Annual	Submitted	11/10/2011	Approved	<a href="#">Mr Sam Smith</a>
1004	<a href="#">10/31/2012</a>	Final	Submitted	11/10/2011	Pending	<a href="#">Brother Al Church</a>

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
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**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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